

## CHAPTER 45. ISSUE A CERTIFICATE OF WAIVER OR AUTHORIZATION: SECTION 91.311 (BANNER TOWING)

### SECTION 1. BACKGROUND

#### 1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODE: 1220

**3. OBJECTIVE.** The objective of this task is to determine if an applicant is eligible for issuance of a Certificate of Waiver or Authorization for banner tow operations. Successful completion of this task results in issuance of a certificate or disapproval of the application.

#### 5. GENERAL.

*A. Authority.* Title 14 of the Code of Federal Regulations (14 CFR) part 91, § 91.311, provides for the issuance of a Certificate of Waiver or Authorization for aircraft banner tow operations.

*B. Definition.* A banner is an advertising medium supported by a temporary framework attached externally to the aircraft and towed behind the aircraft.

*C. Eligibility.* Operators of either standard or restricted category aircraft may apply for a certificate to engage in banner tow operations. Operators of restricted category aircraft may also be required to operate under the provisions of a waiver to § 91.313(e).

*D. Forms Used.* FAA Form 7711-2, Application for a Certificate of Waiver or Authorization (figure 45-1), is a multipurpose form used to apply for FAA Form 7711-1, Certificate of Waiver or Authorization (figure 45-2). The items that apply to banner tow operations are listed in section 2, paragraph 5C.

*E. Submission.* An applicant requesting a certificate is responsible for the completion and submission of FAA Form 7711-2. The application should be submitted a minimum of 30 days before the banner tow activity will take place.

*F. Approval or Disapproval.* Applications for banner tow operations are processed at the Flight Standards District Office (FSDO) having jurisdiction over the area where the banner tow operator's principal business office is located. An approved FAA

Form 7711-1 or disapproval of the application must be issued by the FSDO as soon as possible after receipt of the application. Upon approval, FAA Form 7711-2 becomes a part of FAA Form 7711-1. The FSDO manager or a designated representative signs the certificate upon approval.

*G. Expiration.* FAA Form 7711-1 expires 24 calendar-months from the date of issuance. A certificate may be reissued after a properly completed FAA Form 7711-2 is processed by the FSDO.

*H. Vital Information Subsystem (VIS) Office File.* The inspector should establish an operator VIS record of all operators issued certificates, except for those operators issued a certificate for a one-time operation.

**7. REVIEW OF FAA FORM 7711-2.** Upon receipt, the application should be reviewed for obvious discrepancies. The information submitted by the applicant on FAA Form 7711-2 MUST NOT be altered by the issuing office. In the event the application is not correct, it should be returned to the applicant immediately.

*A. Items 1 and 2.* If the applicant is a representative of an organization, the organization's name should appear in item 1. The name of the individual and their position or authority to represent the organization (e.g., the "responsible person") should appear in item 2. If the applicant is not representing others, the term "N/A" should be entered in item 1 and the applicant's name entered in item 2.

*B. Item 4.* A pilot of a civil aircraft may conduct banner tow operations in accordance with a Certificate of Waiver or Authorization issued by the Administrator.

*C. Item 5.* It is sufficient for the applicant to use the term "aerial advertising/banner tow operations" to describe the type of operation.

*D. Item 6.* The applicant should list the geographic areas where the banner tow operation will be conducted.

*E. Item 7.* The applicant should list the dates for the banner tow operation in this item. The dates requested must not exceed 24 calendar-months. In cases involving one-time operations where the applicant has not indicated an alternate date, the inspector should advise the applicant to request alternate dates in order to prevent the need for reapplication.

*F. Item 8.* At the time the application is submitted, the applicant may not know the names of the pilots or the aircraft to be used in a particular banner tow operation. The application may be accepted with a notation in item 8 that a list will be provided at a later specified date. This list must be presented prior to the issuance of the certificate.

## 9. CERTIFICATE ISSUANCE.

### *A. Inspector Considerations.*

*(1) Banners.* The inspector must determine whether the banner will create a hazard to persons or property if deliberately or inadvertently dropped. It should be noted that a banner tow operation is conducted "around" an open air assembly rather than "over" an open air assembly of persons, so the likelihood of dropping a lead banner pole on an assembly of persons is reduced. Most banners are constructed so that they perform as a self contained parachute with the weighted lead pole descending at an arrested rate when released.

*(2) Pilot Competency.* The inspector must be satisfied that all pilots listed on the application are competent to perform their duties. Inspectors may accept a record of past experience as meeting this competency requirement. At least one pickup and drop of the maximum number of letters (panels) to be used by the certificate holder must be demonstrated. This demonstration should be observed from the ground to allow the inspector to evaluate the competence of any essential ground personnel as well as the flight operation.

*(3) Pilot Credentials.* When banner tow operations are conducted for compensation or hire, the pilot must have at least a limited commercial pilot certificate (without an instrument rating) and at least a valid second class medical certificate.

*(4) Role of Ground Personnel.* Satisfactory coordination of ground crew signals can be critical to banner tow operations. Ground crews lay out the banner, elevate the top of the lead pole for pickup, retrieve the banner after the drop, and, if necessary, signal the correct approach to the pilot.

### *B. Guidelines for Issuance of the Certificate.*

*(1) Altitude.* Requests for exemptions to the minimum safe altitudes of § 91.119 must be denied without exception.

*(2) Ordinances.* The operator is responsible for acquiring knowledge of state and local ordinances that may prohibit or restrict banner tow operations. FSDO knowledge of such state and local ordinances is helpful in assisting applicants.

*(3) Geographic Area.* The authorized geographic area should be limited to the geographic area governed by the issuing FSDO. If the applicant has requested operations outside of the jurisdictional FSDO, the issuing FSDO shall ensure that there is coordination between the affected FSDO's in developing initial provisions. A noncertificating FSDO should be made aware of operations in their district.

*C. Banner Pickup and Drop.* Some airports are not large enough for the pilot to maneuver into a proper wind orientation and do not have a staging area suitable for banner tow operations. Therefore, the inspector must ensure that pickups and drops can be made without compromising the safety of persons, equipment, or property on the surface. The pickup and drop must be in an area free from use by the public, employees other than ground crew, and from property on the surface. Preferably, the pickup and drop area should be located away from active runways and taxiways, unless the banner tow operator has an agreement with the airport operator to use these areas. If a runway or taxiway is used, the banner tow operator and the airport operator should cooperate in the preparation of an appropriate notice to airmen (NOTAM). The airport should have a clear approach path to the drop area that allows a safe banner drop operation.

*(1) Pickup.* During pickups, a moderately steep maximum performance climb should be used to snatch the banner and avoid dragging it. In no case should the lead pole contact the ground after pickup.

*(a) Aerial Pickup.* The banner should be laid out flat on the ground within 30° to the wind. Check the attach points at the top of the poles to ensure that the rope will slip off the top smoothly. The slip loop should travel freely so the grapple hook can engage and tighten the slip hook.

*(b) Ground pickup.* The banner should be laid out within 30° of the aircraft heading. This prevents entanglement of the banner.

(2) *Drop.* The drop approach path should be into the wind and conducted at a sufficiently high altitude to allow the pilot to descend at a moderately steep angle when approaching the drop zone. If the release mechanism fails, the pilot must be in a position to make an aborted drop ("go around") and climb so that the lead pole does not hit the ground. The pilot must maintain sufficient speed and altitude to maneuver in the case of an aborted drop and recover without the banner contacting the ground.

*D. Site Inspection.* Before the initial issuance of a certificate to engage in banner tow, the inspector should conduct a site inspection.

*E. Helicopter Banner Towing.* The inspector must ensure that means are provided to prevent the banner from becoming entangled in the helicopter's tailrotor during all phases of flight, including autorotations. (The only way to prevent the banner from tangling in the tailrotor during autorotation may be to jettison the banner.)

(1) A 14 CFR part 133 operator may tow a banner using an external-load attaching means without a certificate. However, the part 133 operator must have at least a Class B authorization on the part 133 operating certificate.

(2) Every banner tow certificate involving the use of a helicopter should include the following special provision: "The provisions of § 91.119(d) are not applicable when operating under the terms of this waiver. Operations over congested areas or open air assemblies of persons must not be lower than 1,000 feet above ground level and operations elsewhere will be conducted in compliance with § 91.119(c)." Figure 45-3 contains additional, suggested special provisions that may be included with a helicopter banner tow certificate.

*F. Restricted Category Aircraft.* Restricted category aircraft cannot be operated over congested areas. Some aircraft equipped with banner tow hitches and most aircraft equipped with industrial nighttime lights are certificated as restricted category aircraft.

*G. Weather Limitations.* Normally, banner tow operations are limited to day, visual flight rules (VFR) only operations. However, the inspector may wish to consider additional weather limitations (for example, crosswinds or high winds) based on the area of operation and equipment/aircraft used.

*H. Special Provisions.* Special provisions are issued in the interest of safety and become a part of the certificate. These provisions may be issued because the proposed operation uses nonstandard equipment or for other reasons such as geographical considerations, pilot limitations, air traffic control limitations, or weather conditions. Provisions appropriate to the safety of the operation should be prescribed by the FSDO. Noncompliance with the provisions attached to the certificate is noncompliance with the certificate (see figure 45-3 for a sample of special provisions).

*I. Change of Pilots and Aircraft.* The certificate holder must maintain a list of all pilots and aircraft to be used in the operation. For ease of update, pilots and aircraft should be listed on a separate page and attached to the certificate. Whenever there is a change of pilots or aircraft, the FSDO must be notified at least 5 days in advance of the first date the aircraft or pilot is scheduled to operate. The FSDO must approve the change before the operation involving the new pilot or aircraft takes place. In the case of newly acquired aircraft, especially a restricted category aircraft, an airworthiness inspector may choose to inspect the aircraft.

*J. Operator Responsibility.* Operators who hold a certificate have the responsibility to train each new pilot in banner tow operations and in the special provisions of the waiver.

*K. Adherence.* The inspector determines compliance with the certificate and the attached special provisions by an on-site inspection. Failure to comply with the certificate and the attached special provisions may constitute justification for rescinding the certificate.

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## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

*A. Prerequisites.* This task requires knowledge of Federal Aviation Administration (FAA) policies, the regulatory requirements of 14 CFR parts 61 and 91, and qualification as an aviation safety inspector (operations).

*B. Coordination.* This task requires coordination with the airworthiness unit and/or the aircraft certification office.

### 3. REFERENCES, FORMS, AND JOB AIDS.

*A. References.*

- 14 CFR parts 1, 61, and 91
- PTRS Procedures Manual (PPM)

*B. Forms.*

- FAA Form 7711-2, Application for Certificate of Waiver or Authorization (figure 45-1)
- FAA Form 7711-1, Certificate of Waiver or Authorization (figure 45-2)
- FAA Form 8000-36, Program Tracking and Reporting Subsystem Data Sheet

*C. Job Aids.*

- Sample letters and figures

### 5. PROCEDURES.

*A. Initial Contact.*

(1) Provide the applicant with a copy of FAA Form 7711-2 (figure 45-1) and a copy of instructions for completion of FAA Form 7711-2 (figure 45-4).

(2) Advise the applicant to complete items 1 through 8 and item 15 of FAA Form 7711-2.

(3) Advise the applicant that the application must be submitted in duplicate (the original and one copy) to the FSDO at least 30 days before the planned banner tow operation or 30 days before renewal.

*B. Open PTRS.* Make appropriate PTRS entries.

*C. Review FAA Form 7711-2.* Using the information provided by the applicant and the background in section 1, review FAA Form 7711-2 for all pertinent information for the proposed banner tow operation. Accept strikeovers that are minor in nature and

initialed by the applicant. Items 9 through 14 apply to airshow and air race waiver requests only.

(1) *Items 1 and 2: Name of Organization/Name of Responsible Person.* Ensure that the applicant has indicated the name of the organization or individual applying and the name of a person responsible for matters concerning the application.

(2) *Item 3: Permanent Mailing Address.* Ensure that the applicant indicates the permanent mailing address of the organization or individual named in item 1.

(3) *Item 4: 14 CFR Sections to be Waived.* Ensure the applicant has listed all sections of the regulations to be waived.

(4) *Item 5: Description of Operations.* Determine if the applicant has indicated the type of banner tow operation to be conducted.

(5) *Item 6: Area of Operations.* Ensure that the applicant has listed the geographical areas of the operations.

(6) *Item 7: Time Period.* Check for a beginning date and hour and an ending date and hour for the banner tow operation.

(7) *Item 8: Aircraft and Pilots.* Check for aircraft make and model, pilot names, certificate numbers and ratings, and home addresses. Item 8 may be accepted with a statement such as, "A list containing aircraft and pilot information will be furnished on [applicant enters a specific date]."

(8) *Item 15: Certification.* Ensure that the applicant has signed and dated the application.

(9) Consult the Enforcement Information Subsystem/Accident Incident Data Subsystem (EIS/AIDS) database for the accident/violation history of the applicant and/or pilots.

(10) If FAA Form 7711-2 has not been completed, perform the following tasks:

(a) mark the application Disapproved and list the reasons for disapproval in the Remarks section of FAA Form 7711-2;

(b) prepare a letter of disapproval (figure 45-5) that includes a suspense date for submission of a corrected FAA Form 7711-2;

(c) retain the original copy of FAA Form 7711-2 that the applicant submitted for comparison to any subsequent applications; and

(d) return the application and the letter of disapproval to the applicant.

(11) If FAA Form 7711-2 has been completed and the application is for initial issuance of a certificate to engage in banner tow, conduct a site inspection.

(12) If FAA Form 7711-2 has been completed and the application is not for initial issuance, prepare FAA Form 7711-1 (figure 45-2).

#### *D. Pre-Inspection Activities.*

(1) Contact the applicant by telephone and/or letter to schedule a date and time to conduct the site inspection.

(2) Coordinate with the airworthiness unit to inspect the aircraft, aircraft records, hitch, and hitch installation.

*E. Conduct Site Inspection.* Use the Part 91 Banner Tow Waiver Issuance and Operations Surveillance Job Aid (figure 45-6) to conduct the site inspection. The airworthiness of the aircraft, hitch, and hitch installation must be determined by an airworthiness inspector.

(1) If the operation includes standard or restricted category aircraft, review the aircraft's special operating limitations. During the banner tow operation, the aircraft must have a placard by the main entrance door of the aircraft. The placard must show, in letters at least 2 inches high, the operating category of the aircraft. Refer to volume 2, chapter 47.

(2) If the tow hitch is not a part of an original factory installation, inspect aircraft records before initial operation to ensure that FAA Form 337, Major Repair and Alteration (Airframe, Powerplant, Propeller, or Appliance), which describes the installation of the tow hitch, is part of the aircraft maintenance records. There may also be a supplemental type certificate (STC) for this installation.

(3) Verify that all pilots of banner tow operations for compensation or hire have at least a commercial pilot certificate and at least a valid second class medical certificate.

(4) Verify that the registration certificate, the airworthiness certificate, and any placards are on board the aircraft. If the aircraft is a restricted category aircraft, the operating limitations must also be on board the aircraft.

(5) Inspect the banner and lead pole to ensure that:

(a) the weights are secured within the lead pole and that the weights (usually lead pellets) at the bottom are secure and cannot fall out;

(b) the tow ropes are not frayed, twisted, or knotted;

(c) the banner panels and their attachments are secure;

(d) the tail flag is intact; and

(e) the attaching rope has no indication of knots and is the appropriate length for the operation.

(6) Inspect the attaching device, or hitch, to ensure that:

(a) the release cable mechanism operates easily and is snug to prevent premature or inadvertent release; and

(b) the hitch loop fits tightly.

(7) The certificate holder must conduct at least one pickup and drop to demonstrate pilot proficiency. The pickup and drop shall contain the maximum number of letters (panels) the operator plans to use.

(8) Ensure that each pickup and drop by a pilot meets the requirements in section 1, paragraph 9C (1) and (2).

(9) If a ground crew is used, ensure that a prearranged communication signal has been established so the ground crew can notify the pilot and/or banner tow operator of problems or malfunctions with the equipment or banner.

(10) Ensure that the pickup/drop site meets the requirements of section 1, paragraph 9D.

*F. Unsatisfactory Inspection.* If the site inspection is unsatisfactory:

(1) mark the application Disapproved and explain the reasons for disapproval in the Remarks section of FAA Form 7711-2;

(2) prepare a letter of disapproval (figure 45-7) that includes a suspense date for correction of any discrepancies found during the inspection and a date for a followup inspection;

(3) retain a copy of the application and the part 91 job aid for future comparison;

(4) return the original application and the letter of disapproval to the operator; and

(5) make appropriate PTRS entries.

*G. Satisfactory Inspection.* If the site inspection is satisfactory:

(1) Mark the appropriate section of FAA Form 7711-2 Approved, date and sign it.

(2) Develop special provisions based on any special equipment involved, particular geographic or meteorological considerations, maximum number of letters to be used, wind limitations, and airport limitations.

(3) Prepare the appropriate sections of FAA Form 7711-1, date the form, and then submit it to the FSDO manager or designated representative for signature. The designated representative may be no lower than the operations unit supervisor.

#### H. FSDO File.

(1) Prepare the FSDO file on the applicant that includes a copy of the following documents:

(a) FAA Form 7711-1 and any special provisions;

(b) FAA Form 7711-2;

(c) Part 91 Banner Tow Waiver Issuance and Operations Surveillance Job Aid (until all PTRS entries are made, then discard);

(d) letter of disapproval, if applicable; and

(e) any other correspondence.

(2) Send originals of FAA Form 7711-1, the special provisions, and FAA Form 7711-2 to the operator.

I. *Close PTRS*. Make appropriate PTRS entries.

J. *VIS*. Establish part 91 operator VIS record.

**7. TASK OUTCOMES.** Completion of this task results in one or more of the following:

A. Issuance of a Certificate of Waiver or Authorization with attached special provisions.

B. Disapproval of an application.

C. An indication on the part 91 Job Aid of a satisfactory or an unsatisfactory inspection.

D. A letter of disapproval.

#### **9. FUTURE ACTIVITIES.**

A. Followup site inspection.

B. Reissuance of the Certificate of Waiver or Authorization.

C. Continuation or cancellation of a Certificate of Waiver or Authorization.

D. Update of part 91 operator VIS entry.

**FIGURE 45-1**  
**FAA FORM 7711-2, APPLICATION FOR A CERTIFICATE OF WAIVER OR AUTHORIZATION**

No certificate may be issued unless a completed application form has been received (14 C.F.R. 91.101 and 105).

<b>US Department of Transportation Federal Aviation Administration</b>  <b>APPLICATION FOR CERTIFICATE OF WAIVER OR AUTHORIZATION</b>		Form Approved: O.M.B. No. 2120-0027	
		APPLICANTS - DO NOT USE THESE SPACES	
		Region	Date
		Action <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved - Explain under "Remarks"	
		Signature of authorized FAA representative 	
<b>INSTRUCTIONS</b>			
<p>Submit this application in triplicate (3) to any FAA Flight Standards district office.</p> <p>Applicants requesting a Certificate of Waiver or Authorization for an aviation event must complete all the applicable items on this form and attach a properly marked 7.5 series Topographic Quadrangle Map(s), published by the U.S. Geological Survey (scale 1:24,000), of the proposed operating area. The map(s) must include scale depictions of the flightlines, showlines, race courses, and the location of the air event control point, Police dispatch, ambulance, and fire fighting equipment. The applicant may also wish to submit photographs and scale diagrams as supplemental material to assist in the FAA's evaluation of a particular site. Application for a Certificate of Waiver or Authorization must be submitted 45 days prior to the requested date of the event.</p> <p>Applicants requesting a Certificate of Waiver or Authorization for activities other than an aviation event will complete items 1 through 8 only and the certification, item 15, on the reverse.</p>			
1. Name of organization  AAA Aerial Sign Co. Inc.		2. Name of responsible person  James A. Johnson	
3. Permanent mailing address	House number and street or route number #3 Airport Drive Suite 202	City Springfield	State and ZIP code Florida 33033
Telephone No. 305 555-1234			
4. FAR section and number to be waived  None			
5. Detailed description of proposed operation (Attach supplement if needed)  Aerial Advertising/Banner Towing			
6. Area of operation (Location, altitudes, etc.)  States of Florida, Georgia and South Carolina			
7a. Beginning (Date and hour)  June 1, 1996		7b. Ending (Date and hour)  May 31, 1997	
8. Aircraft make and model (a)	Pilot's Name (b)	Certificate number and rating (c)	Home address (Street, City, State) (d)
The applicant may submit this information at a later date, on a separate sheet.			

FAA Form 7711-2 (6-86) Supersedes Previous Edition



FIGURE 45-2  
FAA FORM 7711-1, CERTIFICATE OF WAIVER OR AUTHORIZATION

<b>U.S. DEPARTMENT OF TRANSPORTATION</b> <b>FEDERAL AVIATION ADMINISTRATION</b> <b>CERTIFICATE OF WAIVER OR AUTHORIZATION</b>	
<b>ISSUED TO</b> AAA Aerial Sign Co. Inc.	
<b>ADDRESS</b> #3 Airport Drive Springfield, Florida 33033	
This certificate is issued for the operations specifically described hereinafter. No person shall conduct any operation pursuant to the authority of this certificate except in accordance with the standard and special provisions contained in this certificate, and such other requirements of the Federal Aviation Regulations not specifically waived by this certificate.	
<b>OPERATIONS AUTHORIZED</b>  In accordance with Section 91.311 of Title 14 of the Code of Federal Regulations, the following operations are authorized:  <div style="text-align: center;">Aerial advertising/Banner towing</div>  Area of operation:  <div style="text-align: center;">States of Florida, Georgia and South Carolina</div>	
<b>LIST OF WAIVED REGULATIONS BY SECTION AND TITLE</b>  None	
<b>STANDARD PROVISIONS</b>	
1. A copy of the application made for this certificate shall be attached to and become a part hereof. 2. This certificate shall be presented for inspection upon the request of any authorized representative of the Administrator of the Federal Aviation Administration, or of any State or municipal official charged with the duty of enforcing local laws or regulations. 3. The holder of this certificate shall be responsible for the strict observance of the terms and provisions contained herein. 4. This certificate is nontransferable.	
NOTE—This certificate constitutes a waiver of those Federal rules or regulations specifically referred to above. It does not constitute a waiver of any State law or local ordinance.	
<b>SPECIAL PROVISIONS</b>	
<div style="text-align: right;">"See Attached" <input type="checkbox"/></div> Special Provisions Nos. <u>1</u> to <u>11</u> inclusive, are set forth on the reverse side hereof.	
This certificate is effective from <u>June 1, 1996</u> to <u>May 31, 1998</u> , inclusive, and is subject to cancellation at any time upon notice by the Administrator or his authorized representative.	
BY DIRECTION OF THE ADMINISTRATOR	
SOUTHERN _____ (Region)  May 17, 1996 _____ (Date)	(should be signed by the FSDO manager, _____ (Signature) but may be delegated)  _____ (Title)

FAA Form 7711-1 (7-74)

**FIGURE 45-3**  
**SAMPLE OF SPECIAL PROVISIONS FOR BANNER TOW OPERATIONS**

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These special provisions are for suggested use only. Modification or development of new provisions may be required.

1. All banner tow operations shall be conducted in VFR weather conditions as required by 14 CFR part 91, § 91.155. Operations shall be conducted only between the hours of official sunrise and official sunset.
2. The certificate holder shall obtain the airport manager's approval to conduct banner tow operations.
3. If the airport involved has an FAA control tower, the holder shall inform the FAA control tower of the time of the banner tow operation.
4. Appropriate airport officials will be notified in advance when banner tow operations will be in close proximity to an uncontrolled airport.
5. Tow attachment and release mechanisms on the aircraft shall be approved by the FAA.
6. A thorough inspection of the aircraft and special equipment shall be made prior to each day's operation.
7. Only essential crew members will be carried during banner tow operations.
8. When banner tow operations are conducted around congested areas, due care will be exercised so that, in the event of emergency release of the banner and/or tow rope, it will not cause undue hazard to persons or property on the surface.
9. The tow rope will be dropped only in a predesignated area at least 500 feet from persons, buildings, parked automobiles, and aircraft. If the tow plane lands with the rope attached, due care will be exercised to avoid trailing the rope and endangering other aircraft in the air, or persons, property or aircraft on the surface.
10. Only the aircraft on the attached list may be used under the terms of this certificate while being flown by the pilot(s) listed. The certificating office must be notified in writing of any additions or deletions to the attached lists.
11. This certificate and these special provisions do not supersede any local, state, or city ordinance(s) prohibiting aerial advertising.
12. For nonrevenue flights, the pilot of the tow aircraft shall hold at least a valid private pilot certificate and have a minimum of 200 hours PIC time.
13. Operations outside the geographic area of the issuing FSDO will be coordinated with the appropriate jurisdictional FSDO in advance, and the operator will comply with all special provisions imposed by that office.
14. A current copy of the following is to be carried onboard all aircraft:
  1. Certificate of Waiver or Authorization, and
  2. List of all approved pilots and aircraft.

For helicopter banner tow operations, add the following:

1. The provisions of § 91.119(d) are not applicable when operating under the terms of this certificate. Operations over congested areas or open air assemblies of persons must not be lower than 1,000 feet and operations elsewhere shall be in compliance with § 91.119(c).

**FIGURE 45-4**  
**INSTRUCTIONS FOR COMPLETION OF FAA FORM 7711-2**

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**1. PREPARING FAA FORM 7711-2.** Items from FAA Form 7711-2 are explained below for the purpose of uniformity of use. However, not all items on the form may be applicable to the application request for the banner tow operation. Items 9 through 14 apply to airshow and air race waiver requests only.

- a. Items 1 and 2, Name of Organization/Name of Responsible Person. If you are a representative of an organization, the organization's name should appear in Item 1. Your name and title or position as the organization's representative, for application purposes, should appear in Item 2. If you are not representing an organization, the term "N/A" should be entered in Item 1 and your name in Item 2.
- b. Item 3, Permanent Mailing Address.
- c. Item 4, FAR Section and Number to be Waived. Enter "NONE."
- d. Item 5, Detailed Description of Proposed Operations. It is sufficient to use the term "aerial advertising/banner tow operations" for a description. However, additional information may be included.
- e. Item 6, Area of Operation. Identify the geographic areas of the intended banner tow operation.
- f. Item 7, Time Period. List the beginning dates and hours and ending dates and hours when the banner tow operations will be conducted. The maximum time period for operations is 12 calendar-months. The application should be submitted to the FSDO at least 30 days before the beginning date of the banner tow operation. If the application is for a one-time banner tow operation, it is advisable to request an alternate date for the operation. Alternate dates should be listed in this item. (If there are any questions, please contact the FSDO.)
- g. Item 8, Aircraft Make and Model. List the names of all pilots, their certificate numbers, ratings, and home addresses, and the makes and models of all aircraft that will be used in the banner tow operation. If the type of aircraft and/or the names of the pilots are not known at the time the application is submitted, the FAA will accept the application with the statement, "A list containing aircraft and/or pilot information will be furnished on [date]."
- h. Item 9, Sponsorship. Not required.
- i. Item 10, Permanent Mailing Address of Sponsor. Not required.
- j. Item 11, Policing. Not required.
- k. Item 12, Emergency Facilities. Not required.
- l. Item 13, Air Traffic Control. Not required.
- m. Item 14, Schedule of Events. Not required.
- n. Item 15, Certification. As the applicant or an organization's representative, you must sign in this block and on each page of the application.

**FIGURE 45-5**  
**SAMPLE LETTER OF DISAPPROVAL OF AN APPLICATION**

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FAA Letterhead

[*date*]

[*name of applicant*]

[*address of applicant*]

[*city, state, zip code*]

Dear [*name of applicant*]:

This letter is to inform you that the application you submitted on [*date*] has been disapproved for the reasons listed in the Remarks section of FAA Form 7711-2.

Please make the corrections noted and return to this office within 15 days of receipt of this letter.

If you have any questions or comments, please feel free to contact this office at [*telephone number*].

Sincerely,

[*POI's signature*]

**FIGURE 45-6**  
**PART 91 BANNER TOW WAIVER ISSUANCE AND OPERATIONS SURVEILLANCE JOB AID**

Operator Name \_\_\_\_\_  
 Base of Operation \_\_\_\_\_  
 Name of Pilot \_\_\_\_\_  
 Certificate # \_\_\_\_\_  
 Aircraft type \_\_\_\_\_ Aircraft # \_\_\_\_\_  
 Initial Application \_\_\_\_\_ Surveillance \_\_\_\_\_ Date Completed \_\_\_\_\_

Check	S	U	N/A
<b>1. FSDO Application File</b>			
a. Verify that all aircraft are listed in the waiver (make/model and no.) (Use back of job aid if additional space is required.)			
Make Model			
Make Model			
Make Model			
Make Model			
Make Model			
b. Verify that all pilots are listed in the waiver (certificate type and no.) (Use back of job aid if additional space is required.)			
Certificate Grade Number			
Certificate Grade Number			
Certificate Grade Number			
Certificate Grade Number			
Certificate Grade Number			
c. Verify that aircraft and pilot used are listed on the waiver			
<b>2. Check Pilot/Operator</b>			
a. Certificate appropriate to operation			
b. Medical certificate appropriate to the certificate			
c. Enforcement Information Subsystem/Accident Incident Data Subsystem (EIS/AIDS) checked			
<b>3. Aircraft Inspection</b>			
a. Manual			
b. Certificate and documents			
Registration			
Airworthiness			
Special Limitations (Restricted)			

## FIGURE 45-6--Continued

PART 91 BANNER TOW WAIVER ISSUANCE AND OPERATIONS SURVEILLANCE JOB AID

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Check	S	U	N/A
c. Hitch and release mechanism			
d. Hitch installation documentation			
e. Sign mounting and light operation			
f. Placards (Restricted category)			

REMARKS:

**FIGURE 45-7**  
**SAMPLE LETTER OF DISAPPROVAL**

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FAA Letterhead

[*date*]

[*name of applicant*]

[*address of applicant*]

[*city, state, zip code*]

Dear [*name of applicant*]:

This letter is to inform you that the following discrepancies were found during the facility inspection conducted at your facility on [*date*].

*[List all the discrepancies found during the inspection.]*

Please correct the discrepancies noted above within 30 days of receipt of this letter. After correction of the discrepancies, please contact this office to schedule a followup inspection.

If you have any questions or comments, please feel free to contact this office [*telephone number*].

Sincerely,

[*POI's signature*]

**FIGURE 45-8  
BANNER TOW OPERATIONS JOB AID**

<b>BANNER TOW PILOT TRAINING</b>		
<b>NAME OF OPERATOR:</b>	<b>PILOT'S NAME:</b>	
<b>GROUND</b>		
<b>Aircraft Type</b>		
	<b>Date</b>	<b>Instructor</b>
Fuel System		
Aircraft Speeds		
Preflight Procedures (including banner procedures)		
Part 91		
Part 61		
<b>Certificate Special Provisions</b>		
<b>FLIGHT</b>		
Full Stalls (if appropriate)		
Flight At Critically Slow Airspeeds		
Maximum Performance Maneuvers		
Emergency Procedures		
1) Failure of banner release system		
2) Loss of rudder Control		
3) Partial power loss		
4) Engine failure with banner		
<b>Total Ground Hours</b>		
<b>Total Flight Hours</b>		
<b>Pilot's</b> <b>Signature</b> _____  <b>Date:</b> _____  <b>Certificate #</b> _____	<b>Instructor's</b> <b>Signature</b> _____  <b>Date:</b> _____  <b>Certificate #</b> _____	